

UTILE 3  
(T-6)

12 JAN 1984

MEMORANDUM FOR: Director of Central Reference

FROM: Daniel C. King  
Director of Logistics

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SUBJECT: Delegation of Procurement Authority

REFERENCES: A. Headquarters Regulation [ ]

B. Memo for D/L and D/Fin from Acting  
Asst Dir/OCR, dtd 26 March 1965,  
subj: Proposed Procedural Changes in  
Publications Procurement

C. Memo for C/PD/OL and D/Fin from C/AB/OCR,  
dtd 2 June 1982, subj: Publication  
Procurement Procedures

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1. Reference A assigns the function of acquiring foreign and domestic books, periodicals, newspapers, maps and other source material for all components of the Agency to the Office of Central Reference (OCR). Reference B provided a limited delegation of procurement authority to the Acquisitions Branch of OCR and discussed certain procedural issues germane to the year 1965 time frame. Reference C increased the delegation of procurement authority from [ ] To the extent both references A and B involve delegation of procurement authority, they are hereby rescinded.

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2. Effective with the issuance of this memorandum, the Chief of the Acquisitions Branch, Office of Central Reference and in his/her absence the Deputy Chief is delegated the procurement authority to acquire the books, periodicals, newspapers, maps and other open source material as set forth under [ ] with a limitation of [ ] per contract action. All procurements under this delegation shall be conducted in accordance with sound business and professional standards consistent with Federal procurement law and regulations. Transactions in excess of [ ] shall be processed by the Procurement Division of the Office of Logistics.

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However, the Chief, Procurement Division is authorized to grant individual delegation of procurement authority to the Chief and/or Deputy Chief of the Acquisition Branch, OCR for actions exceeding [ ] when it is deemed to be the most efficient way to process a particular transaction. Chief, Procurement Division should be advised of the number of transactions processed and the total value of funds obligated per fiscal year. This information should be provided within one month after the end of the fiscal year.

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*for*

[ ]  
Daniel C. King

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CONCURRENCE:

*for*

[ ]  
Chief, Logistics and Procurement Law Division

10 JAN 1984

Date

Attachments:

- A. Copy of Reference A
- B. Copy of Reference B
- C. Copy of Reference C

cc: C/L&PLD/OL (with atts)  
C/PMS/OL (with atts)  
Director of Finance (with atts)

Distribution:

- Orig - Addressee (w/atts)
- 1 - OL files (w/atts)
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OL/PD, [ ] 10 January 1983

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2 June 1982

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MEMORANDUM FOR: Chief, Procurement Division, OL  
Director of Finance

FROM :   
Chief, Acquisitions Branch

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SUBJECT : Publications Procurement Procedures

REFERENCE : Memorandum for Director of Logistics and Director  
of Finance from Acting Assistant Director of Central  
Reference dated 26 March 1965, Same Subject

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1. The memorandum under reference, which was approved in 1965 by the Director of Logistics and the Director of Finance, gives Acquisitions Branch, OCR the authority to issue and pay purchase orders up to  of Logistics. Purchase orders of more than  must be approved by the Office

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2. Since 1965, the average cost of publications has rapidly increased, requiring an expanded amount of correspondence between Acquisitions Branch and Procurement Division in order to satisfy our purchase order requests that today, regularly exceed the  figure agreed upon in 1965.

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3. In an effort to improve the efficiency and economy of the publications procurement process, it is requested that Procurement Division approve the delegation of authority to Acquisitions Branch to issue purchase orders for amounts up to

Approved:

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Chief, Procurement Division

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Director of Finance

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